

**United States Department of the Interior
BUREAU OF LAND MANAGEMENT
National Human Resources Management Center
Denver Federal Center, Building 50
P.O. Box 25047
Denver, CO 80225-0047**

In Reply Refer To:
1400-213 (HR-210)P

June 26, 2000

EMS TRANSMISSION 6/26/00

Instruction Memorandum No. HR-2000-046
Expires: 9/30/2001

To: All Managers and Supervisors

From: Director, National Human Resources Management Center

Subject: Student Career Experience Program (SCEP) National Recruitment
Program Survey

DD: 7/14/00

Since its inception, the Bureau of Land Management's National Recruitment Team has recruited SCEP candidates nationwide. Candidates have been recruited through college and university placement centers, at job fairs and career days, at conferences and conventions, and through the Internet. In fiscal year 2000, approximately 1,000 applications were received and more than 400 students were referred for SCEP vacancies. To date, 59 students referred by the National Recruitment Team have been selected for positions this year.

We are asking all Bureau managers and supervisors to complete the attached survey on SCEP selection and referral. This information will ensure that the National Recruitment Team is recruiting the caliber of candidates needed to meet the Bureau's long-term employment needs. Completed surveys should be sent to Jennifer Knudson, HR-210, National Human Resources Management Center no later than Friday, July 14, 2000, via Lotus Notes or internal mail.

We appreciate your response. If you have any questions, please feel free to contact

Melissa Dukes, Personnel Staffing Specialist, HR-210. She can be reached via Lotus Notes or at (303) 236-6689.

Signed by:
Linda D. Sedbrook
Director

Authenticated by:
Darlene Robitaille
Secretary

1 Attachment

1 - National Recruitment Team Supervisor/Manager Questionnaire for the Student Career Experience Program Recruitment Program (3 pp)

cc: Warren Johnson (WO-700)
NRT

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HR-210

**NATIONAL RECRUITMENT TEAM
SUPERVISOR/MANAGER QUESTIONNAIRE FOR THE
STUDENT CAREER EXPERIENCE PROGRAM
RECRUITMENT PROGRAM**

PART I: Organizational Information

NAME - Optional _____

STATE/CENTER - _____

**Have you hired a SCEP participant in the last 24 months? Yes ____ No ____ If yes, please
list the career field or fields:**

**NATIONAL RECRUITMENT TEAM
SUPERVISOR/MANAGER QUESTIONNAIRE FOR THE
STUDENT CAREER EXPERIENCE PROGRAM
RECRUITMENT PROGRAM**

PART II: Selection Criteria

A. Please rank the following selection criteria from most critical (8) to least critical (1) by underlining the appropriate number.

Candidate's background/coursework is directly related to the career field. 1 2 3 4 5 6 7 8

Candidate's GPA. 1 2 3 4 5 6 7 8

Student has a long-term interest in the career field or a long-term interest in working for the Federal Government. 1 2 3 4 5 6 7 8

Application package was complete and professional. 1 2 3 4 5 6 7 8

Letter of recommendation/references convinced me to hire the candidate. 1 2 3 4 5 6 7 8

Candidate was willing to relocate to work for BLM. 1 2 3 4 5 6 7 8

Candidate attends a nationally recognized college or university. 1 2 3 4 5 6 7 8

Candidate met your under-representation needs. 1 2 3 4 5 6 7 8

B. Please describe the other critical factors you used to select the student that will best meet your needs. This could include factors such as possesses critical thinking skills, demonstrates good interpersonal skills, or has a good work ethic.

**NATIONAL RECRUITMENT TEAM
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Part III: Candidate Referral

- A.** A sufficient number, typically 5-10, of well-qualified candidates should be referred to the selecting official as a result of a recruitment action. Please underline most appropriate answer: 1 Strongly Agree - 5 Strongly disagree.

Students were well-qualified for the position.	1	2	3	4	5
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A sufficient number of students were referred.	1	2	3	4	5
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I had sufficient time to review the application in order to make a selection.	1	2	3	4	5
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Students referred understood the nature of the job.	1	2	3	4	5
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Students were interested in a long-term career with the Bureau of Land Management and/or natural resources management.	1	2	3	4	5
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- B.** If you were dissatisfied with the candidate referral, please describe your problems or concerns:

- C.** If you have any other comments or concerns regarding the SCEP recruitment/referral process, please indicate below: